

### ***Tips for applying with the US Embassy in Accra.***

If you want your application to be noticed and for your qualifications to be recognized, please follow the advice given below. We receive hundreds of applications and the reduction process is done quickly. If you are not fully qualified for the position, please don't apply. You will be wasting your time and ours. If you feel that you are fully qualified for the position then follow the guidance below and your application will receive all the attention it deserves.

Please note that all hard copy Applications, Resumes and or C.V. should be sent directly to the Mail Room at the Chancery on the Ring Road, Accra – Ghana.

Applications, resumes and C.Vs can be sent via Email and this is the preferred method of delivery. You will receive an automatic response from the server informing you that your email has been received. We will not respond to questions sent via Email. Inquiries must be made by phone. Please do not ask if we have received your application. We receive hundreds of applications and don't have time to look. If you receive a reply from the server, trust that we have received your application.

1. All Resumes/C.V.s should be formatted to match the job announcement. This greatly speeds up the qualification review process and will guarantee that your application shows that you meet all of the qualification listed in the job announcement. In other words, list your qualifications in the same order as listed on the job announcement. We will look at all applications received but this will help us recognize your unique qualifications.
2. If you send us your Resume/CV via Email they should be included as an attachment to the email and not in the body of the email.
3. Cover letters enhance your application if you want to show off your writing skills. Cover letters should be no more than one page in length and should tell us a little about you and why you are the best qualified for the position. This should also be included in the Email as an attachment.
4. The subject line of the email you send in to [accrahr@state.gov](mailto:accrahr@state.gov) should include the following:
  - a. **“Application for”**
  - b. The Announcement number located in the top left hand corner of the job announcement **“HRXX-XXX”**
  - c. The Position Title, Example **“Admin Clerk”**  
It should look something like this  
(Example) **“Application for HR05-000, Admin Clerk”**

5. Including other documents with your application is not necessary at this time. If you are selected for an interview, please bring the things you would like to have included with your application, i.e. Awards, Certificates, Diplomas, Letters of Recommendation etc... We don't need to see these initially unless they prove your the qualifications. If you are selected for an interview please bring anything you would like us to consider.
6. Filling out the Optional Form 612 (OF-612) is optional; however, your Resume/C.V. must at a minimum include all the information contained in the OF-612 so if you chose not to fill it out, you should at least familiarize yourself with the information requested on it. This will ensure that your Resume/C.V. is complete. You can download a copy of the OF-612 from our website.
7. When you send in your documents please ensure that all of your information is contained in a single email so we only have to open one email for each job you are applying for. If you send us multiple emails it increases the chance of missing something that you would like to have included in your application. We want to make sure your application is complete.
8. We will not consider incomplete applications. Sending us an email that says "Please consider me for this position is not a complete application and will not be reviewed. It will be logged into the system and be checked off as incomplete.
9. Being able to follow instruction is a very important quality. If your application/C.V. is not in the format described or if there is missing or incomplete information, it will be noticed and it could affect your standings in the group being considered for the position.

Thank you for your attention. I hope these tips help you complete a successful application with the U.S. Embassy. If you have comments or suggestions please send them to the [AccraHR@state.gov](mailto:AccraHR@state.gov) address. We are always looking for ways to improve the process. Good luck in your search for employment.

Richard A. Marsh  
Regional Human Resources Officer  
U.S. Embassy, Accra, Ghana